

Administrative Furlough Phase 1 Process and Operational Guidance for Managers and Employees

The EPA is conducting its administrative furlough in two phases:

Phase 1: April 21, 2013 – June 15, 2013 (pay periods 10 – 13)

Phase 2: June 30, 2013 – September 30, 2013 (pay periods 15 – 1st half of pay period 21)

Reassessment Period: June 16 – June 29 (pay period 14)

Operational Guidance

- During Phase 1, each covered employee must take 32 furlough hours, including the designated furlough day, May 24, 2013 (8, 9, 10 or part-time hours consistent with employee's regular schedule).
 - Furlough hours may be taken consecutively or non-consecutively with supervisor's approval.
 - Phase 1 furlough hours must be scheduled by Thursday, May 23, 2013.
 - Compensatory time off, overtime, annual, sick, credit hours cannot be substituted for furlough hours.
 - Furlough hours will be requested through Webforms and recorded in PeoplePlus. *See Appendix B.*
- Part-time employees' furlough hours are proportional to their work schedule. *See Appendix A.*
- Employees may not earn overtime or compensatory time off without prior senior resource official approval on days that furlough hours are taken.
- OCFO will reassess the need for furloughs June 16, 2013 – June 29, 2013, pay period 14.
- OCFO will provide supervisors with furlough hour reports for their employees. Report guidance will be forthcoming no later than April 26, 2013 in a separate document.

Designated Furlough Day

Designated Furlough Day: Friday, May 24

Memorial Day Holiday: Monday, May 27

- If May 27, 2013, is your compressed day, then your holiday is May 24, 2013, and your furlough day is May 23, 2013.

Important Reminder: Employees must be in a pay status for at least the last 15 minutes the day before *or* the first 15 minutes the day after a holiday in order to be compensated for the holiday. (Compressed days off are non-duty days, therefore employees must be in a pay status the day prior to the compressed day. Pay status includes regular hours, annual or sick leave, compensatory time off, compensatory time off for travel, or credit hours.)

Example 1: If your compressed day off is Friday, May 24, your designated furlough day will be Thursday, May 23. If you take a full day (8, 9, 10 or part-time hours consistent with your regular schedule) of furlough hours on Tuesday, May 28, you **WILL NOT BE PAID** for the holiday. You *must* be in a paid status the first 15 minutes on Tuesday, May 28 in order to be compensated for the holiday. *See Figure 5 of Appendix B.*

Example 2: If your compressed day off is Tuesday, May 28, and the designated furlough day is Friday, May 24, you **WILL NOT BE PAID** for the holiday *unless* you are in a paid status the first 15 minutes on Wednesday, May 29. *See Figure 6 of Appendix B.*

Managers and Supervisors Responsibilities

- Approve, monitor and track employees' scheduled furlough hours.
 - Verify that time cards accurately reflect furlough hours and approve time cards.
 - Schedule remaining Phase 1 furlough hours for employees beginning May 20-23, 2013, if not already scheduled by the employee.
 - Ensure employees do not work during designated furlough hours.
- Direct employees to leave immediately if they report for duty/telework during designated furlough hours.
 - Take disciplinary action against an employee who fails to leave or discontinue working during designated hours.
- Obtain SRO approval first for any extreme circumstances in which overtime or compensatory time is requested.

Employees Responsibilities

- Schedule Phase 1 furlough hours by close of business, Friday, May 17, 2013, if not already scheduled.
- Use SF-71, Leave Request Form in Webforms to request furlough hours.
- Accurately reflect furlough hours on time cards as follows:
 - FURLH - time reporting code.
 - FURWK – time reporting code for emergency personnel required to work during designated furlough hours.
 - *Note:* If an employee is called into work during designated furlough hours, the employee must reschedule the furlough hours that were not taken.

Timekeepers Responsibilities

- Consult with the supervisor before entering time for an employee who is absent or otherwise unable to enter their time to ensure furlough hours are accurately recorded.

QUICK INFORMATION SHEET

- Phase 1: April 21, 2013 – June 15, 2013.
- 32 furlough hours must be taken (minimum of 15 minute increments) for full time employees.
- Part-time employees' hours are proportional to their work schedule. *See Appendix A*
- Webforms, SF-71, Request for Leave will be used to request furlough hours.
- Phase 1 furlough hours must be scheduled by May 23, 2013.
- FURLH - time reporting code.
- FURWK – time reporting code for emergency personnel required to work during designated furlough hours.
- If May 24, 2013, is your compressed day, then your furlough day is May 23, 2013.
- If May 27, 2013, is your compressed day, then your holiday is May 24, 2013, and your furlough day is May 23, 2013.
- OCFO reassessment period June 16, 2013 – June 29, 2013.

Number of Furlough Hours for Part-Time Work Schedules


4 days/261 total pay days in year	Number of Hours in Part Time Work Schedule in two week pay period	Pay Hours in year	Equivalent Number of Days 8-hour Days in two week pay period	Number of Furlough Hours	Equivalent Number of 8-hour Furlough Days	Adjust Part-time equivalent for quarter- hour
1.50%				Phase 1		
Full Time	80	2087	10	32	4	
Part-time Schedules:	72	1878	9	28.8	3.6	28.75
	64	1670	8	25.6	3.2	25.5
	56	1461	7	22.4	2.8	22.25
	48	1252	6	19.2	2.4	19
	40	1044	5	16	2	16
	32	835	4	12.8	1.6	12.75
	24	626	3	9.6	1.2	9.5
	16	417	2	6.4	0.8	6.25

Instructions for Employees Requesting and Recording Administrative Furlough Hours

Recording Instructions

- Furlough hours should be requested and approved by a supervisor using the Webforms SF-71 – Request for Leave. *See Figure 1 of Appendix B.*
- Furlough time should be reported on the time card using codes in the system.
 - Furlough time can be recorded in 15 minute increments.
 - Furlough can be recorded in conjunction with other categories of leave (e.g. annual, sick, compensatory, etc.).
 - FURLH, is the time reporting code to be used when reporting furlough hours taken, including the reporting of hours for the designated furlough days. *See Figure 2 of Appendix B.*
 - Emergency personnel required to work on a designated furlough day will record the number of hours worked using the FURWK time reporting code. *See Figure 4 of Appendix B.*
- On designated furlough days, employees will be required to input the appropriate number of furlough hours in accordance with their regular schedule.
 - Employees whose compressed day falls on a designated furlough day will have an “in-lieu of furlough day,” which will be the preceding day. *See Figure 3 of Appendix B.*
- Overtime/compensatory time off and other premium hours will only be authorized in extreme circumstances by the SRO. Recording of these hours will follow normal procedures.
- Once a pay period has been closed and time has been submitted for payroll processing, the reported furlough hours on a timecard will be locked. Changes will require written approval from an employee’s SRO and can only be made by submitting a ticket to OCFO-EHD@epa.gov .

Figure 1: Requesting Administrative Furlough for Sequestration

4. Type of Leave/Absence						5. Family and Medical Leave
Check appropriate box(es) and enter date and time below)	Date		Time		Total Hours	
	From	To	From	To		
<input type="checkbox"/> Accrued annual leave						If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), please provide the following information: <input type="checkbox"/> I hereby invoke my entitlement to family and medical leave for: <input type="checkbox"/> Birth/Adoption/Foster care <input type="checkbox"/> Serious health condition of spouse, son, daughter, or parent <input type="checkbox"/> Serious health condition of self <i>Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.</i>
<input type="checkbox"/> Restored annual leave						
<input type="checkbox"/> Advance annual leave						
<input type="checkbox"/> Accrued sick leave						
<input type="checkbox"/> Advance sick leave						
Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member, or bereavement <input type="checkbox"/> Care of family member with a serious health condition <input type="checkbox"/> Other _____						
<input type="checkbox"/> Compensatory time off						
<input type="checkbox"/> Other paid absence (specify in remarks)						
<input checked="" type="checkbox"/> Leave without pay	04/29/13	04/29/13	7:00 am	4:00 pm	9.00	
6. Remarks Administrative Furlough due to Sequestration 04/29/13 9 hours						
7. Certification: I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.						
7a. Employee signature					SIGN 	
					7b. Date signed	

- Login to WebForms.
- Select “SF-71-Request for Leave (workflow).”
- Check box “Leave without Pay.”
- Enter the Date, Time and total Hours requested (just as you would if you were requesting paid leave).
- Under the remarks enter “Administrative Furlough due to Sequestration” include the hours for each day requested.
- Submit the form.

Figure 2: Reporting Furlough hours taken

Biweekly Elapsed Time

Job Title: Program Analyst

Enter or change time reporting data in the table below. Time may also be entered by pressing the "Apply Schedule" pushbutton.
The pushbutton will populate data in the table with time reporting data from the employee's scheduled time definition.
If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

Frequently Used TRCs:
ANNLV Annual Leave Taken
SCKLV Sick Leave Taken
COMPE Compensatory Time Earned
COMPU Compensatory Time Used
OVTNR Overtime

View All First 1-2 of 2 Last From Sunday 04/21/20

Sun 4/21	Mon 4/22	Tue 4/23	Wed 4/24	Thu 4/25	Fri 4/26	Sat 4/27	Sun 4/28	Mon 4/29	Tue 4/30	Wed 5/1	Thu 5/2	Fri 5/3	Sat 5/4	Row Total	Time Reporting Code	Short Description	Acct Index	Account Cod
	9.00	9.00	9.00	9.00	8.00			5.00	9.00	9.00	9.00			76.00	REGHR	Basic Pay		
								4.00						4.00	FURLH	Furlough		

Total Hours

0.00	9.00	9.00	9.00	9.00	8.00	0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00					
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Period Total 80.00 FAN Total 80.00

☒ Attest and Submit? ☐ Verify and Submit?

Save Previous Period Next Period

Example shows a split of regular hours worked in addition to Furlough hours taken

- Follow the normal procedures for completing time card.
- Record the number of furlough hours being taken and change the time reporting code to FURLH.
- Attest and Submit.

Figure 3: Reporting Furlough hours taken on a Designated Furlough day

Biweekly Elap

Job Title

Enter or change the "Schedule" pushbutton. The pushbutton will prompt for a definition. If additional lines for time entry are needed, click the "Add" pushbutton.

Friday, May 24th is the designated Agency Furlough day. In the example the employee is compressed and thus their "in-lieu of furlough" is the preceding day.

Frequently Used TRCs:
 ANNLV Annual Leave Taken
 SCKLV Sick Leave Taken
 COMPE Compensatory Time Earned
 COMPU Compensatory Time Used
 OVTHR Overtime

View All First 1-4 of 4 Last

From Sunday 05/19/2013 to Saturday 05/25/2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Row	Time	Short	Acct	Account
5/19	5/20	5/21	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/1	Total	Reporting	Description	Index	Code Descr
	9.00	9.00	9.00							9.00	9.00	8.00		53.00	REGHR	Basic Pay		
								9.00						9.00	HOLDY	Holiday		
				9.00										9.00	FURLH	Furlough		
								9.00						9.00	ANNLV	Ann Lv Tkn		

Total Hours

0.00	9.00	9.00	9.00	9.00	0.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00
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Period Total: 80.00 FAN Total: 80.00

☒ Attest and Submit? ☐ Verify and Submit?

Save Previous Period Next Period

- Follow the normal procedures for completing time card.
- Input the number of hours you were scheduled to work on the designated furlough day.
- If the designated furlough day is your compressed day the system will prompt you to record the furlough hours on the previous day.
- Attest and submit.

Figure 4: Reporting Furlough hours worked on a Designated Agency Furlough day

Biweekly Elapsed

Job Title: Progra

Enter or change time report... pressing the "Apply Schedule" pushbutton. The pushbutton will populate data in the definition. If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

Frequently Used TRCs:
 ANNLY Annual Leave Taken
 SCKLV Sick Leave Taken
 COMPE Compensatory Time Earned
 COMPU Compensatory Time Used
 OVTHR Overtime

Emergency work was required for 4 hours on designated furlough day.

Sun 5/19	Mon 5/20	Tue 5/21	Wed 5/22	Thu 5/23	Fri 5/24	Sat 5/25	Sun 5/26	Mon 5/27	Tue 5/28	Wed 5/29	Thu 5/30	Fri 5/31	Sat 6/1	Row Total	Time Reporting Code	Short Description	Acct Index	Account Code
	9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00			72.00	REGHR	Basic Pay		
					4.00									4.00	FURWK	Furlough W		
					4.00									4.00	FURLH	Furlough		

Total Hours

0.00	9.00	9.00	9.00	9.00	8.00	0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00	80.00	Period Total		80.00	FAN Total
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☒ Attest and Submit? ☐ Verify and Submit?

Save **Previous Period** **Next Period**

- Follow the normal procedures for completing time card.
- Input the number of hours worked on the designated furlough day.
- Change the TRC to FURWK.
- Attest and submit.

Figure 5: DO NOT schedule furlough hours proceeding and immediately following a holiday
Example illustrates what NOT to DO (Compressed day is Friday, May 24th)

Biweekly Elapsed Time *Illustration of what NOT to do.*
If you record a full day of furlough the day before and the day after a holiday you will not receive pay for the holiday.

Job Title: Program Analyst

Enter or change the schedule in the table below. Time may also be entered by pressing the "Apply" button. The pushbutton will save the schedule in the table with time recorded. If additional information is needed, press the "Add" button.

In Lieu of Furlough Day

Record a full day of Furlough the day after a holiday

From Sunday 05/19/2013

Sun 5/19	Mon 5/20	Tue 5/21	Wed 5/22	Fri 5/24	Sat 5/25	Sun 5/26	Mon 5/27	Tue 5/28	Thu 5/30	Fri 5/31	Sat 6/1	Row Total	Time Reporting Code	Short Description Index	Acct Account Code
	9.00	9.00	9.00						9.00	9.00	8.00	53.00	REGHR	Basic Pay	
													REGHR	Basic Pay	
								9.00				9.00	HOLDY	Holiday	
			9.00					9.00				18.00	FURLH	Furlough	
Total Hours															
0.00	9.00	9.00	9.00	9.00	0.00	0.00	0.00	9.00	9.00	9.00	8.00	80.00	Period Total		80.00
													FAN Total		80.00

☒ Attest and Submit? ☐ Verify and Submit?

Save **Previous Period** **Next Period**

- **Important Reminder:** Employees must be in a pay status for at least the last 15 minutes the day before or the first 15 minutes the day after a holiday in order to be compensated for the holiday. (Compressed days are non-duty days therefore the employee must be in a pay status the day prior to the compressed day. Pay status includes regular hours, annual or sick leave, compensatory time off, compensatory time off for travel, or credit hours.)
- Monday, May 27th is the Memorial Day holiday. If your compressed day is Friday, May 24th, your designated furlough day will be Thursday, May 23rd. If you take a full day (8, 9, 10 or part-time hours consistent with your regular schedule) of furlough hours on Tuesday, May 28th, you **WILL NOT BE PAID** for the holiday. You ***must*** be in a paid status the first 15 minutes on Tuesday, May 28th in order to be compensated for the holiday.

